

**GOVERNOR'S OFFICE of CRIME CONTROL and PREVENTION**  
**FY 2020 Maryland Victims of Crime (MVOC) Program**  
**Notice of Funding Availability Application Guidance Kit**



**Online Submission Deadline: January 31, 2019**

**Funded through:  
State of Maryland**

Governor's Office of Crime Control and Prevention  
100 Community Place  
Crownsville, Maryland 21032-2022  
[www.goccp.maryland.gov](http://www.goccp.maryland.gov)  
(410) 697-9338

Larry Hogan, Jr., Governor  
Boyd K. Rutherford, Lt. Governor  
V. Glenn Fueston, Jr., Executive Director

**Note: Hard copy applications are no longer being accepted.**

**ELIGIBILITY**

Funding through this application is available to state and local government agencies, local law enforcement, and non-profit, non-governmental victim services programs including faith-based and community organizations.

**IMPORTANT NOTES**

Applicants are required to apply for grant funding through the Governor's Office of Crime Control and Prevention online application process located at <http://goccp.maryland.gov/grants/>. Instructions for completing the online application can be found at <http://goccp.maryland.gov/wp-content/uploads/NOFA-application-instructions.pdf>. Additionally, all applicants **MUST** provide proof that they have a valid federal **DUNS** number and be **currently registered** with the [System for Award Registration \(SAM\)](#). A screenshot reflecting this information is sufficient.

## Getting Started

Thank you for applying for the **Maryland Victims of Crime Program (MVOC)** from the **Governor's Office of Crime Control and Prevention (GOCCP) and the Maryland State Board of Victim Services (MSBVS)**. The primary purpose of MVOC is to improve victim services by ensuring compliance with victims' rights and through advocacy and support services. This supports GOCCP's objective of improving victim services for Maryland residents by establishing resources to assist victims in achieving self-sufficiency, improving safety, and ensuring victims are aware of their rights and the services available.

If you need application assistance, please contact:

Ellen Blonder, Maryland Victims of Crime Program Manager  
410-697-9293  
[Ellen.Blonder@maryland.gov](mailto:Ellen.Blonder@maryland.gov)

Justice Schisler, Chief of Programs  
410-697-9334  
[Justice.Schisler@maryland.gov](mailto:Justice.Schisler@maryland.gov)

The Governor's Office of Crime Control and Prevention's success is measured by sub-recipient success. It is critical that we hear from you, our customers. To share your ideas of how the Governor's Office of Crime Control and Prevention can serve you better, email your program manager.

## Mission:

To serve as a coordinating office that advises the Governor on criminal justice strategies. The office plans, promotes, and funds efforts with government entities, private organizations, and the community to advance public policy, enhances public safety, reduce crime and juvenile delinquency, and serve victims.

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## **I. ELIGIBILITY CRITERIA**

### **A. General**

The following entities in Maryland are eligible to submit one application for MVOC funding:

- State government agencies
- Local government agencies
- Non-profit, non-governmental victim services programs including faith based and community organizations
- Local law enforcement

### **B. Non-profit – 501(c)(3)**

An organization must provide proof of this status by submitting a copy of its status letter from the IRS with the application. The requirements for obtaining 501(c)(3) status can be found on the Internal Revenue Service website ([www.irs.gov](http://www.irs.gov)); search for Publication 557, "Tax-Exempt Status for Your Organization." If the IRS letter is not available, a letter from your organization's authorized official listing officers, bylaws, and/or articles is permissible until such time that a copy can be obtained from the IRS.

### **C. Faith-Based Organizations**

Faith-based organizations applying for grant funding do not have to relinquish or modify their religious identity (e.g., remove religious symbols) to be considered eligible applicants. However, grant funding may not be used to fund any inherently religious activity, such as prayer or worship. Organizations may continue to engage in inherently religious activities; however, such activities may not coincide with activities funded by the grant—i.e., such religious activities must be separate (in time and place) from the grant funded activity. Further, any participation in religious activities by individuals receiving services provided under the grant must be voluntary.

## **II. PROGRAM DESCRIPTION**

### **A. Requiring Agency**

Governor's Office of Crime Control and Prevention (GOCCP)

### **B. Opportunity Title**

Maryland Victims of Crime Program (MVOC)

### **C. Funding**

GOCCP, along with the MSBVS, has made \$600,000 available for this program and anticipates making 12-14 awards not to exceed \$50,000 for FY 2020 with the possibility of a second year of level funding for FY 2021 provided the program is in good standing. As long as project goals and objectives are being met and funds are being expended accordingly, sub-recipients should receive continuation funding in the same amount that was granted the previous year. Continuation awards should not have substantial changes to the project's aims or approaches. If proposing substantial changes, a new application will need to be submitted. GOCCP has incorporated these new guidelines to make the application process more efficient and customer friendly. Sub-recipients will not be required to submit a second application for continuation funding next year provided the program is in good standing. Year one applications that meet this criteria will be duplicated in the Grants Management System (GMS), with the same budgets as year one, to create the year two awards. Once year two grants have been awarded, sub-recipients will be required to upload the new award documents in the GMS (Notification of Project Commencement and the Grant Award and Acceptance Letter).

***ALL FUNDING IS CONTINGENT UPON GOCCP RECEIVING THE SPECIFIED GRANT FUNDS FROM THE MARYLAND VICTIMS OF CRIME FUND.***

### **D. Submission Date**

January 31, 2019 by 3 PM

#### **D. Anticipated Period of Performance**

July 1, 2019 to June 30, 2020

#### **E. Funding Opportunity Description**

The MVOC fund was created by the Maryland General Assembly during the 1991 Legislative Session. The legislation created a source of revenue for programs across Maryland serving victims of crime. The primary purpose of MVOC is to ensure implementation of the Declaration of Crime Victims' Rights Amendment to the Maryland Constitution and the Federal Guidelines for Treatment of and Assistance to Crime Victims and Witnesses, along with other laws adopted to benefit victims and witnesses of crime. MVOC provides advocacy and support services to victims of crime for the purpose of developing new services, enhancing existing programs, or providing additional assistance for crime victims and witnesses, or for services that directly support a specific population of victims.

The MSBVS has identified the following state priority areas, although funding of other initiatives is also permitted:

- Direct services for victims of crime
- Victim service providers in law enforcement
- Victim/witness service providers in state's attorney's offices
- Enhanced services and support for child advocacy centers
- Enhanced services to crime victims that aid and promote the distribution of mandated brochures and educate them on their rights according to Maryland law

### **III. PROGRAM REQUIREMENTS**

#### **A. Program Purpose Areas**

Applications supported by MVOC must incorporate one of the following purpose areas:

- Coordinating services for crime victims from first response through the criminal justice system and beyond which include those individuals in law enforcement, prosecutors' offices, courts, victim service agencies, other state agencies, and non-governmental organizations serving crime victims;
- Expanding and enhancing awareness and training on [Adverse Childhood Experiences](#) and promoting trauma-informed practices.
- Implementing programs that address Adverse Childhood Experiences, such as [Handle with Care](#).
- Developing, enlarging, or strengthening victim service programs including private non-profit organizations, police victim/witness sections, and district/circuit court victim/witness units;
- Developing or improving the delivery of crime victim services to underserved populations;
- Providing support to specialized domestic violence advocates in courts where a significant number of protection orders are granted;
- Developing, expanding, or strengthening crime victim programs addressing Non-English speaking citizens;
- Providing state, regional, federal, and national training for crime victim service providers as a sole project for an application or as an addition to a project. Topics may include, but are not limited to: communicating and networking with victim/witness service providers, cross training, interaction/communication with crime victims (i.e., first response, status of case, progress of case), judicial accountability, diversity/language barriers, understanding sexual violence, the dynamics of domestic violence, referring victims for follow-up services, promotion of Jane Doe reporting, and cultural sensitivity;
- Training of sexual assault forensic medical personnel examiners in the collection and preservation of evidence, analysis, prevention, and providing expert testimony and treatment of trauma related to sexual assault;
- Implementing community-driven initiatives to address the needs of crime victims who are included in underserved populations such as people with disabilities, elder victims of crime, and children of physical and sexual abuse;
- Developing and implementing standardized data collection, tracking, and reporting software

- and processes statewide to ensure timely and accurate outcome measurement capability;
- Developing and implementing an integrated, secure and confidential victim services communication system and protocol for use between victim service organizations, law enforcement, and allied professionals;
- Increasing accessibility to services for crime victims including transportation needs;
- Increasing accessibility to services for non-english speaking victims through the use of bilingual counselors, case managers, social workers, and victim-witness advocates. Staffing increases will maximize victim service and operational capacity;
- Expanding the use of social media and other public platforms to provide mobile access to victim services and resources (e.g., support groups, online chatting with VSO, and educational/self-help webinars);
- Developing and launching a public awareness and outreach campaign for victim services;
- Establishing resources to aid victims to become self sufficient (i.e. job training, resume building, computer literacy, etc.);
- Implementing a law enforcement based victim advocacy program;
- Enhancing legal services for victims by distributing additional resources to provide legal and witness victim advocate; and
- Developing and expanding the use of hospital-based domestic violence or sexual assault programs.

#### **B. Performance Measures**

In addition to the above requirements, grantees will be required to track and measure program outputs and outcomes. Outputs and outcomes must be recorded and submitted to GOCCP on a quarterly basis.

The following is a sample list, and is not all inclusive of all potential outputs and outcomes that may be included in the final awards:

- Number of victims served.
- Number of victims who felt safer as a result of this program.
- Number of victims who felt more self sufficient as a result of this program.
- Number of victims who felt more informed of the services available as a result of this program.
- Number of victims who felt more informed of their rights as a result of this program.
- Number of new human trafficking victims served.
- Number of human trafficking victims served.

## **IV. APPLICATION PROCESS**

Applicants are required to apply for grant funding through GOCCP's web-based application process, which may be accessed through the homepage: [www.goccp.maryland.gov](http://www.goccp.maryland.gov) by clicking on **GRANTS MANAGEMENT SYSTEM**, or going directly to the login screen using the web URL: <https://grants.goccp.maryland.gov>.

**In order to use the Office's web-based application you must have a User ID.**

If you have not previously applied through the web, go to the following web URL to obtain instructions and the information required to obtain a User ID and password:

<http://goccp.maryland.gov/grants/requesting-access/>

The last day to request a User ID is January 10, 2019. If you have previously applied through the web, use your existing User ID and password.

If you have previously applied to GOCCP, but do not have your User ID, or are having technical issues with the system, contact the GOCCP Helpdesk via email at [support@goccp.freshdesk.com](mailto:support@goccp.freshdesk.com) for assistance.

If you need assistance completing the program specific information required in the online application, please contact Ellen Blonder at 410-697-9293 or [Ellen.Blonder@maryland.gov](mailto:Ellen.Blonder@maryland.gov).

**The online application must be submitted no later than 3:00 PM on January 31, 2019.**

## **V. TRAINING/TECHNICAL ASSISTANCE (TA)**

To help applicants prepare and submit applications that reflect GOCCP's established guidelines and procedures, training is provided through training videos posted on the GOCCP website. These may be accessed through the following URL: <http://goccp.maryland.gov/grants/gms-help-videos/>.

Please review the training videos prior to beginning your application to become familiarized with system guidelines, fiscal review and tips, civil rights requirements, etc.

Additionally, instructions for completing the online application can be found at <http://goccp.maryland.gov/grants/programs/>. Applicants are encouraged to review these instructions prior to completing the online application. The narrative section of the application should be completed in an outline-style format (retaining all numbering, lettering, and section headers).

## **VI. IMPORTANT DATES**

Deadline to Request a User ID	January 10, 2019
Deadline to Submit an Online Application	January 31, 2019
Letters of Intent/Denial Letters Emailed	May 1, 2019
Award Packets Emailed	June 1, 2019
Sub-award Start Date	July 1, 2019
Sub-award End Date	June 30, 2020

## **VII. APPLICATION EVALUATION**

GOCCP, along with the Maryland State Board of Victim Services, will assess the merits of the proposed program in each of the following areas (See Notice of Funding Availability Application Instructions located at <http://goccp.maryland.gov/grants/programs/>) and score each application accordingly:

- Problem statement/needs justification (15 points total)
- Program goals and objectives (20 points total)
- Program strategy/program logic (10 points total)
- Performance measurement (outputs, outcomes, and impacts) (20 points total)
- Timeline (5 points total)
- Spending plan and Budget (reasonableness, cost effectiveness, detailed justification per line item) (20 points total)
- Management capabilities (5 points total)
- Sustainability (5 points total)

MVOC is a competitive application process. GOCCP may conduct a three-tier review, to include internal staff and external independent reviewers, of each application submitted in accordance with this Notice of Funding Availability. As part of the internal review, GOCCP staff will also review the following for each application:

- Scope (geographic size and location)
- Reach (ability to recognize and address the needs of underserved populations)
- GOCCP audit findings
- Performance history with previous awards with GOCCP

## **VIII. FUNDING SPECIFICATIONS**

### **A. Funding Cycle**

Commencement of awards funded under MVOC for FY 2020 will begin July 1, 2019 and end on June 30, 2020. Funds are paid on a reimbursable basis.

### **B. Unallowable Costs**

The following services, activities, and costs cannot be supported with MVOC funds at the sub-recipient level:

- Lobbying and administrative advocacy
- Perpetrator rehabilitation and counseling
- Audit costs
- Property insurance
- Printing
- Telephone/fax
- Food/beverage (the only exception is the allowance of food expenses for per diem for travel)
- Trinkets such as hats, mugs, portfolios, t-shirts, coins, gift bags, etc.)

**The list above is not exhaustive. GOCCP reserves the right to make additional budget reductions/restrictions and adjustments at its discretion.**

### **D. Consultant Rates**

The limit for consultant rates is \$650 per day.

## **IX. DISTRIBUTION OF FUNDS & REPORTING REQUIREMENTS**

GOCCP will distribute awarded funds to grantees on a quarterly reimbursement of expenditures basis following the timely submission of corresponding quarterly fiscal and programmatic reports. These reports must be submitted through the Grants Management System. All programmatic electronic reports are due within 15 calendar days of the end of each quarter. Financial electronic reports are due within 30 calendar days of the end of each quarter. All reporting activity occurs through the Grant Management System, using the same User ID and password that were used for the application process.

For further post-award instructions, read the Special Conditions specific to your award in the GMS and read the General Conditions which can be found at:

<http://www.goccp.maryland.gov/grants/general-conditions.php>.

### **A. Electronic Funds Transfer (EFT)**

GOCCP encourages the use of electronic funds transfer (EFT). To obtain the appropriate form, the address to submit the form, and a general overview, including FAQs, refer to the following website:

[http://comptroller.marylandtaxes.gov/Vendor\\_Services/Accounting\\_Information/Static\\_Files/GADX10Form20150615.pdf](http://comptroller.marylandtaxes.gov/Vendor_Services/Accounting_Information/Static_Files/GADX10Form20150615.pdf).

### **B. Match**

There is no match required for this funding source. Do NOT enter a match into your budget. If you wish to show other financial or in-kind contribution to your program, it may be written into your narrative.

### **C. Supplanting, Transparency, and Accountability**

Federal funds must be used to supplement existing state and local funds for program activities and must not replace those funds that have been appropriated for the same purpose. See the Office of Justice Programs Financial Guide (Part II, Chapter 3). There are strict federal laws against the use of federal funds to supplant current funding of an existing program. Jurisdictions must provide assurances and certifications as to non-supplanting and the existence of proper



administrative/financial procedures.

A strong emphasis is being placed on accountability and transparency. Grantees must be prepared to track, report on, and document specific outcomes, benefits, and expenditures attributable to the use of grant funds. Misuse of grant funds may result in a range of penalties to include suspension of current and future funds and civil/criminal penalties.

## **X. APPLICATION CHECKLIST**

### **What an Application Should Include:**

- ☐ Face Sheet
- ☐ Project Summary
- ☐ Narrative
  - ☐ Problem Statement/Needs Justification
  - ☐ Program Goals
  - ☐ Program Strategy
  - ☐ Program Measurement
  - ☐ Timeline
  - ☐ Spending Plan
  - ☐ Management Capabilities
  - ☐ Sustainability
- ☐ DUNS/SAM Registration
- ☐ Letters of Support/Commitment (if required)
- ☐ Budget and Budget Justification
  - ☐ Personnel
  - ☐ Operating Expenses
  - ☐ Travel
  - ☐ Contractual Services
  - ☐ Equipment
  - ☐ Other
- ☐ Indirect Cost Rate Agreement or Documentation Supporting Use of the De minimis Indirect Cost Rate (if applicable)
- ☐ Budget Prioritization
- ☐ Certified Assurances
- ☐ Certification Regarding Lobbying
- ☐ Audit Findings/Corrective Action Plan (if applicable)
- ☐ Single Audit Requirements (if applicable)
- ☐ Proof of 501 (c)(3) Status (if applicable)

More information on each item above can be found in the NOFA Application Instructions found here:  
<http://goccp.maryland.gov/wp-content/uploads/NOFA-application-instructions.pdf>